

**Frequently Asked Questions
From Javits Coordinators**

**Jacob K. Javits Fellowship Program
U.S. Department of Education**

Q1: Is it true that regardless of how many credit hours a student takes, an institution with Javits fellows must cover the cost of courses taken over a twelve-month period?

A1: Yes. The institution agrees at the beginning of the grant to accept the institutional payment in lieu of tuition & fees normally charged to students in the same academic program.

Q2: Are new or continuing fellows allowed to receive an “advance” on the grant from their institution?

A2: The Education Department General Administrative Regulation (EDGAR) permits "pre-award costs" in section 74.24(e)(1) allows a grantee to incur pre-award costs up to 90 days prior to award to award at the institution's risk. It is up to institution's discretion whether or not to advance the funds to a fellow before the official start date of the fellowship

Q3: How are continuing Javits fellows awarded?

A3: Each year in December or January, we will ask the institution to complete the Report of Financial Need and Certification to request fellowship funds for continuing students. This form requests information on each fellow regarding their financial need, stipend request for the next academic year (depending on need), institutional payment, unused funds in current year, acceptable academic progress, etc. As a condition of their fellowship, continuing fellows must file a Free Application for Federal Student Aid for the financial need determination and submit the results to their school. Funds for fellows are sent in the form of a grant to the institution in the summer preceding the academic year for which the funds are requested.

Q4: How is the stipend disbursed-- in one lump sum or in monthly installments?

A4: The distribution of the stipend is determined by the institution administering the fellowship on behalf of the Department of Education. Most institutions either do a semester disbursement or a monthly disbursement.

Q5: Does the stipend distribution schedule include the summer?

A5: The fellowship budget period is twelve months.

Q6: What do most Javits fellows do during the summer?

A6: Fellows sometimes do research or other independent study over the summer using the Javits monthly stipend payment. Otherwise, fellows get some other type of support over the summer including employment if related to their field of study, but this might affect their financial need in calculating next year's stipend amount.

Q7: May a new fellow defer the fellowship during their first year of study?

A7: No. A new fellow cannot defer the Javits fellowship in the first year of study. This requirement can be found in the Javits Regulations section 650.34 (d) "What conditions must be met by fellows?"

Q8: Does the Javits fellowship allow for medical leave?

A8: No. Contact the Javits in Washington to discuss options.

Q9: I would like to request 50 application booklets for our students. Is it possible to have them mailed directly to me?

A9: Yes. The 2003 Javits applications will be available in the fall 2002. Our program staff will keep your request on hand for the mailing. Meanwhile, interested students can view our application from the last competition on our web page at

<http://www.ed.gov/offices/OPE/HEP/iegps/javits.html>

The web page also gives helpful hints in the Javits FAQs and the list of related sites.

Note: The Javits fields of study and the application components generally do *not* change. Students should carefully time their taking the GRE in order to receive their score report to submit with their application. It would be a good idea for students to develop relationships with the professors that will write them recommendations if they haven't already done so.

Q10: A student just got back GRE scores 730 math, 650 verbal, 660 analytical: in percentile rank that's 84%, 92% and 77%, respectively. Does this put the student out of the running for a Javits, despite other impressive academic accomplishments?

A10: No. The GRE scores by themselves will not eliminate an applicant from the competition. While the GRE scores are considered they do not carry the heaviest weight. The applicant should have other qualities to support their candidacy -- clear vision and purpose demonstrated in the personal statement, evidence of depth and breadth in the field of study as demonstrated in the transcript, GPA of 3.7 or better, honors/awards or other activities related to the field including those that show leadership. The letters of recommendation are extremely important in supporting the applicant. All of these factors are considered by the evaluators.

Q11: One of my Javits fellows would like to use some of the "cost-of-education allowance" funds to study for one semester at a foreign institution in an

internship. They will not be transferring to a foreign institution, but will still be enrolled at their home institution during this time. Is this permissible?

A11: Yes. Fellows may attend/participate in internships abroad as long as they remain enrolled at their home institution.

Q12: Is a student's need is to be calculated according to a *9-month* academic year or a *twelve-month* year?

A12: A 12-month need calculation is allowable provided that the student is enrolled over the summer months. Summer enrollment could be independent study or research if required classes are not available.

Q13: I understand that the stipend request could not be more than \$21,500 and since I have to calculate financial need each year...wouldn't how much the Fellow receives depend upon their income and anything else that might change their financial situation? How might a fellow already know that the amount they should expect to receive will be the maximum per year?

A13: The student's fellowship stipend is based on financial need. Financial need in Javits is determined by the following formula: Cost of Attendance (either general cost of attendance for graduate student or program specific cost of attendance for graduate students) minus the student's Estimated Family Contribution (EFC) minus Tuition & fees normally charged to student equals financial need. The stipend amount can be the maximum or the amount of financial need whichever is less.

Q14: I have received a message from a student who has indicated that she will be transferring to another university in the Fall. What do we need to do at this point?

A14: Please ask any student who plans to transfer to another institution to complete a copy of the Request for Institutional Transfer Form and submit it through their existing institution. The form can be printed from our web page at: <http://www.ed.gov/offices/OPE/HEP/iegps/javits.html>. This serves as an official notice to them that they will not continue the fellowship there, and as a notice for us to remove the student from one school and add the student to another in our database. and move any remaining funds of their fellowship to the new institution. Also, the student should contact you with financial need information. Please inform the student that they must also submit a copy of their 2002-03 FAFSA form. You use it to complete or revise the report of financial need for that student's cohort. If the institution a student transfers to does not have fellows in the same cohort as the transferring student, we will probably add the transfer student to the new grant.

Q15: A new Fellow has come forward. Should I obtain a FAFSA form from them so I can calculate their financial need for fall?

A15: Yes.

Q16: How do I calculate the maximum of stipend funding that the fellows legitimately qualify for? The budget is set by the university based on the average cost of living in our geographical area. It is only established for the Academic year so it is only estimating for fall and spring semesters.

A16: A Javits fellow is a full time student for 4 years and has to live for twelve months with no substantial income. The financial aid office at your school can assist you in projecting the need for a 12-month schedule.

Q17: How do grade reports indicating “Incomplete” coursework affect a Javits Fellow?

A17: An “incomplete” only affect a Javits fellow if it results in unsatisfactory progress at your institution. A Javits fellow must make satisfactory progress based on your standards and definition in order to continue on the fellowship.

Q18: What if the student is making satisfactory progress in the program but there is some concern due to maybe a lax attitude on the part of the student at this time. Does this affect their funding?

A18: As the Javits coordinator, you might mention the requirement for satisfactory progress to the student, and any concerns that professors may have expressed regarding that student’s progress.

Q19: I need to know who my new and continuing fellows will be for the next academic year. Do you have this information? Can you fax me a document (on letterhead) providing the names of the newly selected Javits fellows?

A19: We are in the process of completing the official grant award notification documents that we will mail as soon as they are ready. Attachment K provides a list of fellow. Each newly selected fellow is funded under a new grant. Student selected for Javits fellowship have been mailed a letter acknowledging their selection as fellows and providing the contact information at the school.

Q20: If a student is graduating at the end of this academic year, should I request a FAFSA form from them?

A20: No. Their financial need will not have to be calculated for the upcoming academic year because they will be graduating. Remember to indicate the “Unused Funds” on the Report of Financial Need and Certification on the line with his name.